



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy:	DOC 1.3.45 PERFORMANCE EVALUATIONS
Chapter 1:	ADMINISTRATION AND MANAGEMENT
Section 3:	HUMAN RESOURCES
Effective Date:	June 1, 1998 Page 1 of 3
Revised:	December 30, 2020
Signature:	/s/ Reginald D. Michael

I. POLICY

Department of Corrections (Department) supervisors will conduct employee performance evaluations for their direct reports on a regular basis to assist with managing work performance.

II. APPLICABILITY

All Department divisions, facilities, and programs.

III. DEFINITIONS

Annual Evaluation – The yearly work performance review and rating of an employee

Human Resources Information System (HRIS) – A software or online solution that is used for data entry, data tracking and the data information requirements of an organization's human resources (HR) management, payroll and bookkeeping operations.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. The Department will establish and maintain a performance management system in compliance with the Montana Operations Manual (MOM) Performance Management and Evaluation policy.
 - a. The performance management and evaluations system will address employee performance as it relates to the overall success of the Department's mission, goals, and objectives, as well as adherence to expected standards of conduct such as those identified in *DOC Policy 1.3.2 Performance and Conduct*; and
 - b. performance evaluations will use employee performance goals and measures to further employee development whenever possible.
2. Evaluation meetings must be conducted in person for all employees at least annually.
 - a. In-person evaluation meetings should be conducted in a private location where minimal interruptions are anticipated; and
 - b. annual evaluation meetings are the mandatory minimum requirement. It is recommended that one-on-one performance management meetings are conducted on a regular basis throughout the year.
2. Supervisors will evaluate employee performance utilizing materials approved by the Human Resources Bureau (HR).

Policy No. DOC 1.3.45	Chapter 1: Administration and Management	Page 2 of 3
Subject: PERFORMANCE MANAGEMENT AND EVALUATION		

3. HR, or the applicable Human Resources Information System (HRIS) automated application, will provide the Department notice of pending performance evaluation activities.
 - a. Prior to the due date of an evaluation meeting, the supervisor must schedule an in-person meeting date and time with the employee.
4. Supervisors will ensure employees acknowledge that they have received an evaluation. This acknowledgment must be made by signing a document for the employee's personnel file, or by an electronic acknowledgement via an HRIS automated application.
5. If an employee refuses to acknowledge participation in the evaluation, a supervisory witness may attest the employee was present and participated in performance evaluation. Regardless of a refusal to acknowledge, the employee must be provided access to the evaluation.
6. Performance management training will be provided for all supervisors who conduct performance evaluations.

B. Agency Review

1. Supervisors will be held accountable by their immediate supervisor for compliance with this policy.
2. Supervisors are encouraged to share with their immediate supervisor information about employee evaluations as needed.

C. Evaluation Rebuttal

1. If an employee disagrees with supervisory actions during the performance evaluation process, the employee will be provided an opportunity to submit a response to his/her supervisor or HR to be included with the evaluation.

D. Evaluation Grievance

1. The employee may grieve adverse employment actions taken as a result of the performance evaluation in accordance with *ARM 2.21.4001 et seq.*

E. Records

1. The performance evaluation and rebuttal comments, if any, will be retained in the employee's personnel file or in applicable HRIS electronic records.

IV. CLOSING

Provisions of this policy not required by statute will be followed unless the provisions conflict with negotiated labor contracts, which will take precedence to the extent applicable. Questions concerning this policy should be directed to the Human Resource Bureau.

VI. REFERENCES

- A. *DOC Policy 1.3.2 Performance and Conduct*

Policy No. DOC 1.3.45	Chapter 1: Administration and Management	Page 3 of 3
Subject: PERFORMANCE MANAGEMENT AND EVALUATION		

B. ARM 2.21.4001 et seq

VII. ATTACHMENTS

None